

**RESTRICTED**

Approved For Release 2005/06/06 : CIA-RDP78-03985A000500040060-3

Employee Suggestion -

No. 133

25X1A9A

A. Information about the Suggestors:

25X1A9A

H., GS-13, Placement Officer, Personnel Procurement  
sonnel Office.  
GS-11, Placement Officer, Personnel Procurement  
Division, Personnel Office.

B. Summary of the Suggestion:

The suggestion involves the development of a "Record of Contact Letter" which would result in savings of clerical time.

C. Prior Procedure:

Under the prior procedure it was necessary for the Applicant File Section, Personnel Procurement Division, to make up a file for each contact letter requested. In a great many instances recruiting officers had spent a considerable amount of time trying to contact applicants only to find that the applicant had moved or was no longer interested. For example: an estimated average of 1,000 contact letters are sent out by the Personnel Procurement Division each year. Of this amount 800 to 900 result in no reply, or a single reply from the individual contacted indicating a lack of interest in employment with the Agency. Applicant folders up to the present have been established for such cases.

D. Present Procedure:

Under the present procedure, in effect since January 1953, a card form "Record of Contact Letter" documents the contacts with applicants without the establishment of a costly individual folder.

E. Estimated Savings:

The Chief, S&CB has informed the committee that this suggestion has been adopted and indicates the below listed estimated savings:

Manhours:	166 hrs.	\$174.00
Floor Space:	4 sq. ft.	8.00
Materials & Equipment:	2 safes	120.00
Folders (including fasteners, and name tabs):	1,000	50.00
Total		\$352.30

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F. Evaluation:

Since the suggestion has already been adopted and estimated savings are indicated above, no further evaluation appears necessary.

G. Notes:

Cash award based on tangible savings would be \$20, as indicated in the scale of awards found in Regulation [ ] Since this is a suggestion submitted by two employees, any award would be shared by the two suggestors. There is a question of eligibility for award to be considered by the Committee. The Chief, Service and Control Branch has stated that the development of the above procedure is not considered to be a responsibility of either of the suggestors. However, the Research and Planning Staff of the Personnel Office has recommended there be no monetary award but a letter of commendation given the suggestors.

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